

Aerodrome Lead

Closing Date: April 19, 2018 or when suitable applicant is found

Executive Flight Centre (EFC) has been setting standards in aviation fuel and service for over forty years. Headquartered in Calgary, with operations in both Alberta and British Columbia, EFC offers a diverse range of aviation services to meet the needs of airport users. EFC also offers additional expertise and services to customers throughout Western Canada in the areas of Airport / Aerodrome Services and Aviation Real Estate Development. Our vision is to provide an excellent quality of service to all customers in the Aviation Industry by focusing on Safety, Quality, Consistency and Customer Service.

Our Primrose Aerodrome location is seeking an experienced Aerodrome Lead to support our diverse operations. This position is a rotational camp position with a four (4) day on and three (3) day off schedule. Flights and accommodations are provided.

Main Functions:

The Aerodrome Lead supports all ground handling operations, de-icing, fueling and airfield maintenance. The Aerodrome Lead reports to the Aerodrome Supervisor and supervises the Ramp Agents and Airfield Operators.

Responsibilities:

- Schedule, direct, and organize day to day operations for Ramp Agents and Airfield Operators including ground handling, de-icing, fueling, and airfield maintenance according to EFC and CNRL operating and safety manuals.
- Ensure all legislative, industry and customer standards are adhered to including Transport Canada, Canada Labour Code, Occupational Health and Safety and CNRL's safety and site regulations.
- Provide guidance, mentorship, training and direction to Ramp Agents and Airfield Operators and ensure the day to day air airfield operations are planned effectively and tasks are properly delegated.
- Work closely with Customer Service Agent Leads to facilitate all Aerodrome operations and synchronize passenger handling and ground handling activities.
- Follow, guide and enforce standard operating procedures per EFC operating manuals; provide excellent leadership and set the highest standard of performance.
- Ensure all aspects of the airfield are properly maintained in all weather conditions and all equipment and facilities are in good working order.
- When required, assist team with any and all responsibilities including ground handling, fueling, airfield maintenance, passenger movement, and wildlife officer duties.
- Provide back-up and assistance in Radio Room as required.
- Prepare and approve timesheets
- Provide Aerodrome Supervisor with relevant information regarding succession planning, coaching and performance management of ramp and airfield operations team.
- Assist in implementing new training procedures and ensure accurate training record keeping.
- Provide services after hours on an on-call/as-needed basis.
- General support activities related to Aerodrome Operations.
- Maintain a tidy and orderly work area, exhibiting pride in work performance and contributing to a healthy and safe work environment.
- Ensure exceptional, courteous and respectful customer service through compliance and participation in the EFC's Step Up to Customer Service Program.
- Comply with and participate in EFC's Health & Safety and Quality programs and initiatives.

- Perform any other duties as required.

Qualifications and Experience:

- High School Diploma.
- Post-secondary education in Aviation or a business-related field is preferred.
- Minimum of four years' experience in the aviation/airport industry, including Aerodrome operations experience.
- Demonstrated supervisory/leadership experience is preferred.
- Valid class 5 driver's license and clean Driver's Abstract. No restrictions permitted.
- Able to meet all required pre-employment and site access screening including, but not limited to, Construction Safety Training System (CSTS) and Drug & Alcohol test.
- EFC and CNRL required theoretical and practical training (i.e. WHIMS, AVOP, etc.)
- EFC on the job training for Aerodrome Operations policies, procedures and practices.
- Proficient at Microsoft Office, Excel and Word.
- Able to effectively communicate both verbally and in writing.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.
- Strong problem solving and decision-making skills, including the ability to exercise independent judgment.
- Highly motivated and able to work well independently with minimal supervision in a fast-paced environment.
- Able to multi-task and establish priorities in a dynamic and changing environment.
- A strong work ethic and positive team attitude.
- Able to work in inclement weather conditions, overtime and extended shifts.
- Able to lift or move up to 60 lbs.
- Highly motivated and able to work with minimal or no supervision.
- Professional, punctual, and diligent.
- Able to work collaboratively as a productive member of the EFC Team.

Executive Flight Centre offers competitive compensation and a comprehensive benefits package, an incredible work environment, and career advancement opportunities. Please visit our website at <http://www.efcaviation.ca/> for a complete description of our company and to view other career opportunities.

To apply for this position, please send your resume and cover letter to careers4u@efcaviation.ca indicating the position title and location you are applying for in your subject line.

We thank all applicants for their interest in Executive Flight Centre; however, only candidates selected for interviews will be contacted.